

## **Unit 4 Electronic Spreadsheets**

### **Q.1:- What is a spreadsheet?**

Ans. A spreadsheet is an electronic document just like an expense sheet. It provides much more flexibility, speed and accuracy, as compared to manual expense sheet. It has many built in functions which make it easy to use.

### **Q2. What are the different kinds of data that can be entered in the spreadsheet?**

Ans. The different kinds of data that can be entered are:-

1. Text - a to z or A to Z characters
2. Numbers – 0 to 9 (all numeric and decimal point numbers)
3. Formula – you can enter formulas also such as =20+30, =sum/5 etc. All formulas started with "=" sign.

### **Q3. What is the default alignment of Text and Number data in a cell?**

Ans. The Text data is aligned to left in a cell and the Number data/Date data is aligned to right.

### **Q4. What is the difference between a Workbook and a Worksheet?**

Ans. The worksheet is single page spreadsheet or page in Calc, where you can write, edit and manipulate data, whereas the collection of such worksheets is referred as a workbook. It is very similar to a single page (worksheet) and a complete book (workbook).

### **Q5. What do you mean by Cell Referencing? Explain all types of Cell Referencing.**

Ans. Cell reference or cell address is a combination of a column letter and a row number that identifies a cell on a worksheet.

For example, A1 refers to the cell at the intersection of column A and row 1; B2 refers to the second cell in column B, and so on.

There are three types of cell referencing:

1. Relative - A Relative cell reference changes when copying or moving the formula or cell value to a different location in the worksheet. Relative references are very useful when you have a range of cells and you want the references to relatively change as and when you copy the formula down to other cells. For e.g. =A1+A2
2. Absolute - An absolute cell reference does not change while copying or moving the formula to a different location in the worksheet. The cell references are fixed. To fix the cell references, we need to add a Dollar sign (\$) before the column name and the row number. For e.g. =\$A\$1+\$A\$2
3. Mixed - Mixed cell reference is a combination of relative and mixed referencing. It allows fixing either the column name or the row number in a cell reference. For e.g. =\$A1+A\$2

# M1 Spreadsheets Unit 4

**Clemens Wendtner**

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the author's name.

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